

## Office of Security

# Trends and Highlights

SEPTEMBER

1974

P M

DIRECTORATE

ADMINISTRATIVE — INTERNAL USE ONLY

8 October 1974

MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT : A&TD Monthly Report Submission

BUDGET & FISCAL BRANCH

STATINTL 1. A budget covering the Transition Quarter (1 July-30 September  
STATINTL 1976) was submitted in the amount of [REDACTED] which is a little more  
than [REDACTED] of the FY 1976 budget.

2. A five-year OS budget projection for FY 1976 through FY 1980 has been submitted. The only changes anticipated in the budget levels for the several fiscal years are in the area of Personal Services, where the generally accepted practice is to provide a 1% annual increase for promotions, PSI's, etc.

3. To support the DDA's monthly financial meetings with the Office Directors, a list of planned obligation rates by month for each OS primary fan has been submitted to the DDA Plans Staff.

TRAINING BRANCH

1. The Reindoctrination Program is almost ready for launching. A few more textual refinements and some new view-graphs should complete the package. In anticipation of an early beginning to the Program, the auditorium has been reserved for thirty periods from 29 October to 12 December. The procedure for scheduling employees is also under review.

2. The Security Officers' Training Course is in its second week and in the skills training phase. The first week of organizational briefings was, according to the critiques received, quite successful.

PERSONNEL BRANCH

1. The working papers for the OS FY 75 Personnel Development Program have been received. The deadline date for submission of the Program is 1 November 1974.

2. Discussions are continuing with PMCD regarding our request for the creation of an "investigator pool."

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STATINTL 3. PMCD advises that they prefer to hold up implementation of the survey results pending the return of [REDACTED] from an overseas TDY. STATINTL

4. A paper is being prepared for submission to the Office of Personnel which will attempt to clarify our many questions regarding qualifying service for CIARDS.

[REDACTED]  
Acting Chief, Administration  
and Training Division

STATINTL

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INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - September 1974

HIGHLIGHTS

STATINTL

2. A draft of the National Photographic Interpretation Center Computer System Test and Evaluation Study has been completed. This draft has been submitted to the National Photographic Interpretation Center staff for review and comments prior to publication.

3. Efforts to correct deficiencies in the Office of Joint Computer Support 67-1 Computer System continue. Meetings were held with personnel from the Office of Communications regarding the "data grid" and with the Office of Joint Computer Support concerning "labeling". Resolution of these two deficiencies is expected in FY 1975. Correction of these two deficiencies should allow for the system to be accredited for operation within the guidelines of Director of Central Intelligence Directive No. 1/16 "Security of Compartmented Computer Operations".

4. A draft of the Intelligence Community Policy Paper dealing with computer security was distributed to members of the Computer Security Subcommittee of the Security Committee of United States Intelligence Board. Subcommittee members were requested to review the draft and submit proposed changes to this draft prior to the mid-October subcommittee meeting.

5. Review of the Top Secret (collateral) Control System is continuing.

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### ANALYSIS

Efforts continue and significant progress toward completion have been made in three major projects. These are:

1. The National Photographic Interpretation Center Computer System Study
2. Accreditation of the Office of Joint Computer Support 67-1 Computer System
3. Distribution of the rough draft of the Intelligence Community Policy Paper

In addition, the approval and distribution of [REDACTED] significantly strengthens the position of Information Systems Security Group throughout the Agency in attempting to identify and resolve computer security problems. STATINTL

### TRENDS

The effort to develop recently assigned Information Systems Security Group personnel into computer security specialists continues. The arrival of two new professionals in November will result in 50 percent of the professional staff being in an apprentice/training situation. For the short term, three-six months, this will require an increased workload on the specialists of the staff in providing on job training concurrent with their present functions. It is expected that shortly after the turn of the calendar year the new staff members will be sufficiently qualified to respond to Information Systems Security Group everyday requirements. In the long term, it is expected that close to a year will be required for new personnel to be trained as fully qualified computer security specialists.

### STATISTICS

Cases pending 31 August	40
Cases opened in September	46
Cases closed in September	51
Cases cancelled	2
Cases pending 30 September	33

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POLICY AND PLANS GROUP

Trends and Highlights

September 1974

1. A briefing paper and charts were developed for the Director of Security's use in briefing a newly appointed Assistant Secretary of State for Administration, Department of State and his principal deputies. This briefing covered those security areas where the Agency and the Department of State mutually assist one another in meeting their responsibilities.

2. Effective 16 September this activity was redesignated the Policy and Plans Group and detached from the Plans, Programs and Administration Division. The Policy and Plans Group now reports directly to the Deputy Director of Security for Policy and Management.

3. Responsibility for supporting the Director of Security and the Deputy Director of Security in their capacities of CIA Member and Alternate CIA Member to the Security Committee of the United States Intelligence Board was assigned to the Policy and Plans Group.

4. The Chief, Policy and Plans Group was assigned to the DDA Services Costing Task Force. This Task Force has been established to review programs of multiple office interest. The Task Force's major assignment is to facilitate the preparation of the Administration Directorate's response to the development of costing methodologies. Later the Task Force will expand this initial effort and identify how managerial responsibility can be focused more sharply on the cost of services.

STATINTL 5. The ad hoc [REDACTED]  
STATINT [REDACTED] Working Group of the Security Committee, USIB, held numerous meetings during the month, finalizing a report to the SECOM which recommends two different alternatives. The first alternative, submitted by the Defense Intelligence Agency, calls for conducting a feasibility study to determine the usefulness and the cost of a larger computer system concept. The second alternative, identified with the Agency, is to implement the [REDACTED] Concept within the Agency, with the possibility that other agencies may join the system should such needs arise.

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Policy and Plans Group (continued)

6. Numerous meetings of the National Military Information Disclosure Policy Committee were held during the month to effect the annual review of the National Disclosure Policy. A member of the Policy and Plans Group attended as Alternate DCI Member to the Committee. This years review has been complicated by recent political events occurring in [REDACTED]

STATINTL [REDACTED]

STATINTL

7. The Director of Security was supported in his first Management Conference of FY 1975 with the DDA on 23 September. September milestones being tracked for the Office of Security by the Policy and Plans Group dealing with the identification of services to be costed and customers of these services and with the identification of security policies to be reviewed were met.

8. The Policy and Plans Group assumed responsibility for coordinating with the Office of Security the monthly OJCS/OS meetings on the status of developing Management Assistance Programs. Such a meeting was held on 30 September.

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3 OCT 1974

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : SRD Work Measurement Data

1. Attached is a copy of the SRD work measurement statistical report for FY 1975 covering the period through 30 September 1974.

2. Comparing the statistics with those of September 1973, reveals the only notable change took place in microfiche activities. The sizable decrease cannot be considered significant, however, as the number of man-years assigned has been reduced from nine (9) to six (6). If the units utilized for measurement are taken as a whole, excepting the microfiche statistics, this September saw a very small decrease of .5% in units produced.

STATINTL

5. The [REDACTED] project made good progress during September. Data on 520 cases, from CD/1 and CD/2, has been fed to the computer. Due to programming problems, which are normal with new systems, we were not able to get daily runs. Therefore, the output is not yet useable for case controls. New terminals, with hard copy attachments, were installed in CD/1 and in SRD. These, too, will be of little value until the data base can be maintained on a current basis.

4. It is anticipated that the programming problems will be corrected, and that we will have a current data base for CD/1 and CD/2 cases by the end of October.

[REDACTED]  
Chief,  
Security Records Division

STATINTL

cc: C/PPG

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Security Records Division

WORK MEASUREMENT STATISTICS - FY1975

ACTIVITY	BASE UNITS	Cumulative Through September 1973		Cumulative Through September 1974		Unit Trend
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Analysis Activities.	Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	1668	5	1012	5	Down 656
Information Processing Check Activities.	Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors.	1201	2	1028	2	Down 173
File Retirement Activities.	Collective total of files reviewed for retirement to microfiche.	653	3	3300	3	Up 2647
Microfiche Activities.	Collective total of pages prepared and filmed.	44401	9	24558	6	Down 19843
Compartmented Information Recordkeeping.	Collective total of changes to master record, [REDACTED] and cable actions. STATINTL	33059	9	31541	9	Down 1518
Outside Agency Name Check Activity.	Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	5863	4	6093	4	Up 230

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Security Records Division  
WORK MEASUREMENT STATISTICS - FY1975

ACTIVITY	BASE UNITS	Cumulative Through September 1973		Cumulative Through September 1974		Unit Trend
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Processing.	Cases processed based on requests for a security clearance.	2270	11	1899	11	Down 371
Indices Activities.	[REDACTED] grouped, cards typed, filed and purged, security documents numbered.	12198 STATINTL	7	19273	7	Up 7075
Filing Activities.	Collective total of files requested, files pulled, folders filed, files recharged, security documents filed, PRU requests, scope searches.	52249	12	52772	12	Up 523
Computer Support Activities.	[REDACTED] trans- actions, CIB transactions, Miscellaneous Key punch Activity, 1050 Telecommunications trans- actions.	74562 STATINTL	12	65056	12	Down 9506
Communication Activities.	Collective total of teletype, dispatch, Agency cable and non- Agency cable traffic, mail, notices and bulletins handled.	5094	4	5806	4	Up 712

~~SECRET~~

TRENDS AND HIGHLIGHTS  
Special Security Center  
September 1974

25X1A 1. The month of September saw the addition of [REDACTED] 25X1A  
[REDACTED] to the rolls of the SSC.  
25X1A [REDACTED] remains on detail to Policy & Plans Group, working on  
25X1A the [REDACTED] program. With the addition of new personnel, the SSC  
has commenced work on two MBOs (OS level track) related to the up-  
grading of compartmented intelligence security indoctrinations and  
preparation of a CIA Contractors Manual related to the handling of  
SI and TK materials. Additionally, work has resumed on preparation  
of the revised community TKH manual.

2. A total of sixty-four (64) compartmented intelligence security indoctrinations and debriefings were conducted -- forty-two (42) of CIA personnel, and twenty-two (22) of personnel of other departments and agencies. Personnel of other departments and agencies included officials of the Justice and Agriculture Departments, National Security Agency, Drug Enforcement Administration, National Security Council, Office of the Vice President, White House Office of Telecommunications Policy, Office of Management and Budget, Council on International Economic Policy, and the Murphy Commission.

3. Facilities at the following locations were accredited for receipt and storage of compartmented intelligence materials:

a) USA Engineer Topographic Lab, Ft. Belvoir

b) Richards-Gebaur AFB, Missouri

25X1A

g) Department of Defense, Pentagon

h) CINCLANT, Norfolk, Virginia

~~SECRET~~

GROUP IMPDET CL BY 11-11-74

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4. Action was taken to effect security surveys of PFIAB and Department of Agriculture facilities for the storage of compartmented intelligence materials.

5. At the request of the Executive Secretary, PFIAB, the private offices of two PFIAB members in [REDACTED] were surveyed and recommendations submitted for improving the security safeguards.

25X1A

6. Input was furnished for the DDA to the CIA Member of an ad hoc interdepartmental task group concerned with drafting an Omnibus NSCID.

7. Necessary documentation effecting the security close-out of project [REDACTED] has been completed and approved by the DD/S&T.

25X1A

25X1C

PSI

DIRECTORATE

11 OCT 1974

MEMORANDUM FOR: Chief, Plans and Policy Group

SUBJECT : Office of Security Monthly Report

1. Forwarded herewith are the statistics for the Personnel Security and Investigations Directorate (PSI) for the month of September 1974.

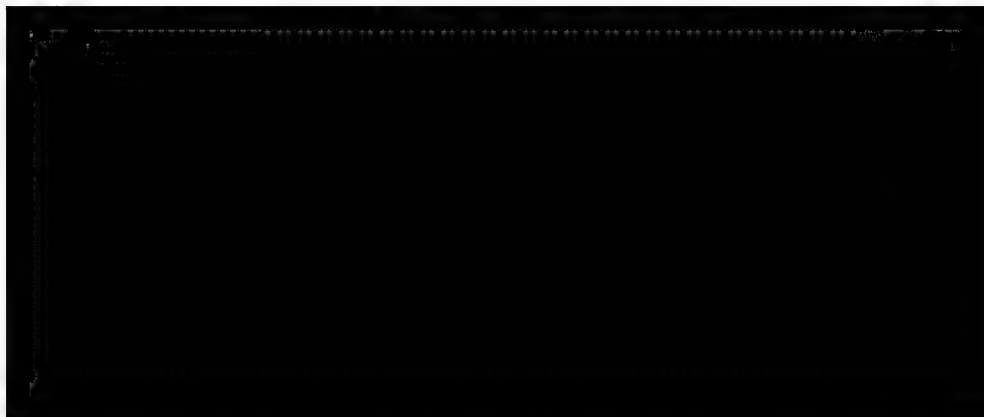
a. Total Clearance Division receipts for September 1974 showed a slight increase as compared to August 1974 (2010-1970), whereas field receipts showed a slight decrease (799-841). Total completions for September decreased by 488 cases as compared to August (1908-2396). Also, field completions for September decreased by 305 cases as compared to August (792-1097). Total pending cases for September are only slightly up by 47 cases as compared to August (3000-2953). Field pending cases are also up slightly by 6 cases (1496-1490).

b. Figures concerning covert cases for September, including SAA's, were slightly less than those of August. The pending SAA's for September reveal a drop of 57 cases as compared to August (424-481). ISS and IST receipts for September were substantially the same as compared to August (271-266), while completions were down 81 cases (251-332). Pending ISS and IST cases also showed a downward trend (531-565).

c. Receipts for reinvestigations were up 27 cases (163-136), while completions were down 117 cases (151-268).

2. Trends noted during the reporting period included the following:

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3. Operational Support Highlights of the period included the following:

a. Representatives of the Office of Security, Department of Commerce, visited Headquarters twice during the month for the purpose of obtaining assistance in developing a Denied Area Security Briefing Program for Commerce employees traveling to Bloc areas. They were given

25X1A



b. Support was provided to the DCI Security Staff and the DCI in connection with his scheduled appearance in the New Senate Office Building before a conference sponsored by the Center for National Security Studies.

25X1A

25X1A

c. Three visiting [redacted] officials were given a tour of the Headquarters compound and, at the request of the [redacted] Station, arrangements were made for them to receive an unclassified briefing on computers since they will assume responsibility for a computer program upon their return to [redacted]

25X1C

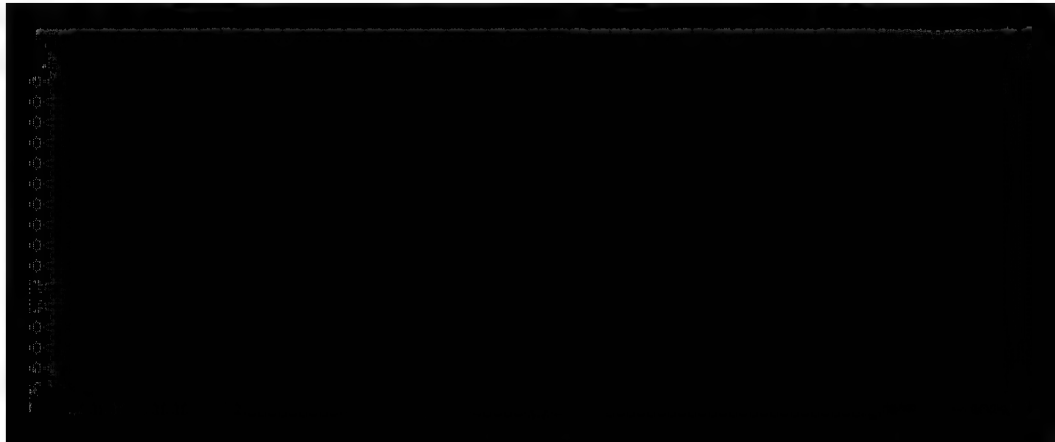
d. A visit was made to Headquarters by the General



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Manager of [REDACTED] to demonstrate a new portable polygraph. The instrument appears to have considerable merit and arrangements will be made to obtain it on loan for field trials by OS polygraph personnel.

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Deputy Director of Security (PSI)

25X1A

Monthly Activities of the PSI Directorate  
(September 1974)

Clearance Division Activity

Total Cases Received	-	2010
Total Field Cases Received		799
Total Cases Processed		1908
Total Field Cases Processed		792
Total Cases Pending		3000
Total Field Cases Pending		1496

Field Office Investigative Assignments

Total Received	1434
Total Completed	1390
Total Pending	1846

Security Support Division

Operational Support

Total Headquarters and Field Office Manhours	2405
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External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	817
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Research

Overt 208 (128-fav; 80-note)

Covert 9

Total	217
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## ADMINISTRATIVE - INTERNAL USE ONLY

## CLEARANCE DIVISION

## Time Factors in Processing Overt &amp; Semi-Covert Cases

SEPTEMBER 1974

1. PROCESSING TIME (For * <u>87</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel  (Average number of days):	DAYS IN INVESTIGATION	DAYS IN RESEARCH AND APPRAISAL		TOTAL DAYS
		SRD	CD	
	34	3	5	42

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	14
b. 31 to 60 days	65
c. 61 to 90 days	8
d. 91 to 120 days	0
e. 121 to 150 days	0
f. over 150 days	0

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	27	0
	Total	27

\*This figure does not include 5 cases where clearances were granted without FURTHER OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of 92 CASES.

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DIRECTORATE

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### PHYSICAL SECURITY DIVISION HIGHLIGHTS

SEPTEMBER 1974

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The quick thinking and imaginative help of the officers on duty were instrumental in the successful handling of the incident. [REDACTED]

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25X1A

[REDACTED], Chief, Soviet Bloc Division, expressed his appreciation in a memorandum to the Director of Security in which he stated, "The Duty Office is to be highly commended for the care they took to insure that this potentially valuable call not be lost."

2. Physical, technical and procedural security support was rendered for appearances of the DCI before Committees of Congress. Appearances were made before the House Appropriations Committee, Defense Subcommittee; the Senate Appropriations Committee; and the Subcommittee on Intelligence of the House Committee on Armed Services.

3. Special security surveys were conducted of office facilities at the President's Foreign Intelligence Advisory Board and the Department of Agriculture to determine if either of these facilities may be accredited for codeword storage.

4. In cooperation with the Credit Union, a security survey was conducted of a portion of the headquarters of the National Federal Credit Union Administration to ensure that Agency classified material is properly stored and handled.

5. Forty-three (43) thefts in Agency buildings were reported during the first eight months of 1974. This is a dramatic increase over the ten thefts reported during each of the two preceding calendar years. Appropriate data has been compiled and a quick reaction capability has been established to cope with the problem.

6. Two Safety Officers attended the 29th Annual Federal Safety Conference and National Safety Congress in Chicago, Illinois, commencing 30 September 1974. During the conference,

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the Secretary of Labor announced the signing of a new Executive Order designed to ensure that each Agency head is provided with the guidance necessary to implement an effective occupational safety and health program.

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7. Safety and Fire Inspections were conducted of [REDACTED] ion, Office of Personnel and facilities in [REDACTED]

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25X1A

8. Safety officers radiographed and physically inspected and declared safe three suspect items during the reporting period, i.e., a letter addressed to the DCI, a package addressed to the DDCI, and a package received by an employee at his residence.

9. A dangerous electrical condition discovered in the auditorium was corrected. Moisture which had collected in various electrical outlets and audio equipment on the stage had energized these units to a dangerous level.

10. Representatives from Swedish, Danish and French television networks were authorized to take pictures from outside Gates 1 and 3. These activities were monitored and controlled by security officers.

11. A bag of classified waste was inadvertently collected from a DDI office with unclassified trash. A task force of DDI personnel joined with Office of Security representatives in a successful day-long effort to recover the material.

12. Discussions were held with various DDO personnel concerning security aspects relevant to the re-establishment of an Agency presence in [REDACTED] the possible establishment of a [REDACTED] and reconfiguration of the Station space in [REDACTED].

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25X1C  
25X1A

13. Three separate groups of Agency personnel assigned to the [REDACTED] were afforded briefings on residential security. In connection with this activity, three residences were surveyed and specific security guidance was provided to the employee tenants. Considerable interest in the residential security program is developing and it is anticipated that the number of presentations will increase over the next several months.

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PHYSICAL SECURITY DIVISION

Office of Security

Monthly Report SEPTEMBER 1974

Monthly

Cumulative  
Total FY-75

1.

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2.

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Phys Monthly Report for SEPTEMBER 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
SECURITY VIOLATION PROGRAM		
Headquarters Investigations Completed	<u>69</u>	<u>190</u>
Overseas Violations Correlated	<u>16</u>	<u>64</u>
SECURITY SUPPORT ASSIGNMENTS FOR SENIOR AGENCY OFFICIALS (Capitol Hill Appearances, Escorts, etc.)		
	<u>3</u>	<u>7</u>

3. HEADQUARTERS ACTIVITIES

Security Duty Office	<u>71</u>	<u>254</u>
Incidents Involving Written Reports	<u>1,736</u>	<u>5,283</u>
Security Assistance Cases	<u>251</u>	<u>781</u>
Security Inspections of Agency Facilities		

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Security Services	<u>770</u>	<u>8,363</u>
Security Equipment Service Calls	<u>8</u>	<u>139</u>
Special Support Assignments	<u>633</u>	<u>1,835</u>
Escort Assignments	<u>6</u>	<u>168</u>
Armed Escort Assignments		

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4. SAFETY

Safety Surveys	<u>4</u>	<u>6</u>
Special Safety Inspections	<u>8</u>	<u>22</u>
Accident Investigations	<u>1</u>	<u>6</u>
Accident Reports Processed	<u>26</u>	<u>123</u>
Analytical and Statistical Reports Prepared	<u>0</u>	<u>2</u>

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PhySD Monthly Report for SEPTEMBER 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
4. SAFETY (continued)		
Training and Briefing Sessions	<u>12</u>	<u>16</u>
Safety Literature Distributed	<u>6,960</u>	<u>13,062</u>
Fire Alarm Tests Conducted	<u>1</u>	<u>4</u>
Support Actions	<u>24</u>	<u>68</u>
5. <u>PHYSICAL SECURITY DIVISION TRAVEL</u>		
Man-days on Overseas TDY	<u>10</u>	<u>48</u>
Man-days on Domestic TDY	<u>29</u>	<u>42</u>
Total Man-days on TDY	<u>39</u>	<u>90</u>
6. <u>PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man-days in Internal Training	<u>6</u>	<u>17</u>
Man-days in External Training	<u>2</u>	<u>13</u>

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	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
<u>Procurement</u>		
Materiel Requisitions Initiated	<u>36</u>	<u>103</u>
Dollar Value of Procurements Initiated	<u>\$133,717.43</u>	<u>\$365,807.70</u>
 4. <u>ENGINEERING AND PLANNING</u>		
Liaison Meetings with Other Agencies	<u>1</u>	<u>3</u>
R&D Contracts Followed	<u>11</u>	<u>11</u>
Dollar Value of Contracts in R&D	<u>925K</u>	<u>925K</u>
Technical Security Division Contracts Monitored	<u>3</u>	<u>3</u>
Dollar Value of Technical Security Division Contracts	<u>750K</u>	<u>750K</u>
Visits with Contractors	<u>3</u>	<u>5</u>
 5. <u>INTERAGENCY TRAINING CENTER</u>		
Weeks of Regularly Scheduled Training	<u>3</u>	<u>5</u>
Number of Students	<u>12</u>	<u>31</u>
Weeks of Special Training	<u>0</u>	<u>0</u>
Number of Students	<u>0</u>	<u>0</u>
 6. <u>TECHNICAL SECURITY DIVISION TRAVEL</u>		
Man Days on Overseas TDY	<u>72</u>	<u>375</u>
Man Days on Domestic TDY	<u>11</u>	<u>39</u>
Total Man Days on TDY	<u>83</u>	<u>414</u>
 7. <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man Days in Internal Training	<u>47</u>	<u>57</u>
Man Days in External Training	<u>10</u>	<u>30</u>

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TECHNICAL SECURITY DIVISION

HIGHLIGHTS FOR SEPTEMBER

1. On 11 September the Division hosted a meeting at the Technical Security Division [REDACTED] facility with several DDO Area Division TRVO's and representatives of OSP/OSG and the DDO/SSU. This meeting was to present a briefing on the programs of the Division and to solicit the operational participation of these individuals on behalf of their respective area divisions in our programs.

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2. On 17 September a Division briefing officer presented a special two-hour [REDACTED] briefing to the Director, Deputy Director and three other officers of the Office of Security and Investigations, U. S. Department of Commerce.

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3. Twelve students representing the Air Force, CIA, FBI and the Department of State completed the three-week [REDACTED] Course (ITC 01-17) at the Interagency Training Center.

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4. A two-hour [REDACTED] briefing and demonstration was presented to representatives of the [REDACTED] Presidential Bodyguard Office on 26 September 1974.

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5. Two engineers from the Division spent a week at a special OSA facility in [REDACTED] installing a security alarm system.

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6. Two engineers from the Division spent three days at [REDACTED] facility conducting preliminary testing of the Security Access Control System.

7. Representatives of the Division and U.S. Secret Service visited the Interagency Training Center [REDACTED]

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